

KENEXA SAMPLE REPORT

06/2006

John Doe

Company Name: Kenexa - Phil Hertzog

Company ID: phil

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Test Name: Microsoft Word 2003 - Normal User

Test Date: 3/28/2006

Elapsed Time: 00:07:40

Questions Correct: 22 out of 30

Percent Correct: 73%

Percentile Ranking: 80

Global Average: 76%

Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Opening a Document	Basic Commands	Basic	00:00:14
2	Incorrect	Save As	Productivity Tools	Intermediate	00:00:07
3	Correct	Typing in a Document	Basic Commands	Basic	00:00:09
4	Correct	Select Text	Basic Commands	Basic	00:00:03
5	Correct	Font Face	Formatting	Basic	00:00:10
6	Correct	Font Size	Formatting	Basic	00:00:06
7	Correct	Italics	Formatting	Basic	00:00:03
8	Correct	Underlining	Formatting	Basic	00:00:03
9	Correct	Centering	Formatting	Basic	00:00:03
10	Correct	Tracking Changes	Editing	Intermediate	00:00:12
11	Correct	Cutting Text	Editing	Intermediate	00:00:03
12	Correct	Pasting	Editing	Basic	00:00:04
13	Correct	Insert a Picture	Inserting	Intermediate	00:00:16
14	Correct	Numbering Pages	Formatting	Advanced	00:02:36
15	Correct	Inserting the Date	Productivity Tools	Intermediate	00:00:29
16	Incorrect	Replace	Productivity Tools	Basic	00:00:21
17	Correct	Spell Check	Basic Commands	Basic	00:00:10
18	Correct	Columns	Formatting	Basic	00:00:13
19	Incorrect	Margins	Formatting	Intermediate	00:00:14
20	Correct	Print Preview	Productivity Tools	Intermediate	00:00:04
21	Correct	Printing	Basic Commands	Basic	00:00:05
22	Incorrect	Switch Between Documents	Basic Commands	Basic	00:00:30
23	Correct	Macros	Productivity Tools	Advanced	00:00:15
24	Correct	Insert a	Inserting	Basic	00:00:14

		Table			
25	Incorrect	Copying	Editing	Intermediate	00:00:23
26	Incorrect	Sorting	Working with Data	Intermediate	00:00:07
27	Incorrect	View as a Web page	Formatting	Basic	00:00:14
28	Correct	Open a blank Document	Basic Commands	Basic	00:00:03
29	Incorrect	Create Merge Mailing Labels	Merge Documents	Advanced	00:00:05
30	Correct	Closing Word	Basic Commands	Basic	00:00:04

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	18	15	83%
Intermediate	9	5	56%
Advanced	3	2	67%
Total	30	22	73%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Basic Commands	8	7	88%
Editing	4	3	75%
Formatting	9	7	78%
Inserting	2	2	100%
Merge Documents	1	0	0%
Productivity Tools	5	3	60%
Working with Data	1	0	0%
Total	30	22	73%

Test Description

Microsoft Word 2003 aims at evaluating the skill level of the test taker in navigating through Microsoft Word 2003 as well as their ability to complete several commonly used tasks. The Whole Test combines both the Normal and Power User tests.

Among the tasks included in the Microsoft Word 2003 Normal User test are; formatting a document, viewing a document, using tools, employing stylistic actions, creating tables, sorting data, and conducting mail merges. This Microsoft Word 2003 Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Word 2003 with those who are conversant with the full functionality of the software. Advanced formatting, Auto Text, Templates, Tables, and Toolbars are among some of the topics addressed in this examination.

This test is designed to assess candidates who will be required to use some of the more advanced features of the program on a daily basis.

Tests for Microsoft Excel 2003 and Microsoft Project 2002 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.